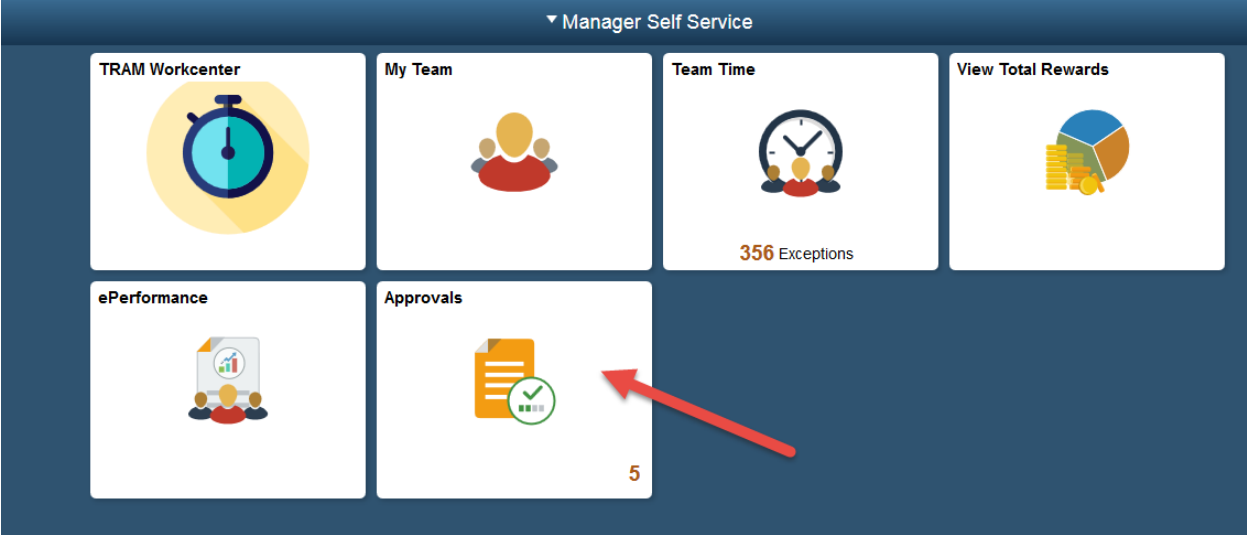


Fluid Payable Time Approvals

From the Manager Self Service Home Page of PeopleSoft, select the Approvals Tile



Select the Payable Time menu and each employee with time that is pending for approval will be listed with some summary information.

- Time that exists prior to the update will display with the employee ID, name and date range, similar to the first row below
- Time that is routed for approval after 04/22/2018 includes the total hours that require approval

Pending Approvals 🏠 🚩 ☰ 🔍

View By: Type

All	5
Absence Request	3
Payable Time	2

Payable Time			2 rows
Payable Time Jose Altuve	350 / TLByPosMgmt / 1279135 / 0 03/29/2018 - 03/30/2018	Routed	03/30/2018 >
Payable Time Justin Verlander	Quantity for Approval 17.05 Hours 04/02/2018 - 04/03/2018	Routed	04/10/2018 >

Select a specific transaction to display additional details and approve or deny the time

Justin Verlander

Approve Deny

3 line(s) are pending your approval

Summary

Quantity for Approval 17 Hours
Time Period 04/02/2018 - 04/03/2018

Payable Time Details

Pending All

3 rows

Select	Report Date	Time Reporting Code	Quantity
<input checked="" type="checkbox"/>	04/02/18	020 - Regular Earnings Bi-Weekly	9.03333 Hours >
<input checked="" type="checkbox"/>	04/03/18	020 - Regular Earnings Bi-Weekly	6.8 Hours >
<input checked="" type="checkbox"/>	04/03/18	190 - Comp Time Earned @ 1.0	1.21667 Hours >

Approver Comments

Select all or individual dates/earning codes and the Approve or Deny option. A popup will appear to allow for comments, select the Submit button to finalize the approval.

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Payable Time approvals can also continue to be approved using the TRAM WorkCenter. Approval in either location will clear the approval item from both lists.

The screenshot shows the TRAM WorkCenter interface. The top navigation bar includes 'Main' and 'Reports/Processes'. The left sidebar contains 'My Work' with sub-items: 'Approvals', 'Pending Payable Time (2)', and 'Exceptions'. The main content area has tabs for 'Reported Time' and 'Payable Time'. Under 'Payable Time', there are sub-tabs: 'Approve Payable Time', 'Payable Time Summary', and 'Payable Time Detail'. The 'Approve Payable Time' sub-tab is active, showing an 'Employee Selection' section with a 'Change Time in View' filter. The filter shows 'Start Date' as 03/29/2018 and 'End Date' as 04/15/2018. Below the filter is a table titled 'Employees For Vipul Kalani' with columns: Select, Last Name, First Name, Employee ID, Empl Rcd Nbr, Job Title, and Total Payable Hours. The table contains two rows: one for 'Altuve, Jose' with Employee ID 1279135 and Total Payable Hours 5.23, and one for 'Verlander, Justin' with Employee ID 0156779 and Total Payable Hours 17.05. Below the table are 'Select All' and 'Deselect All' buttons, and an 'Approve' button.

TRAM WorkCenter

Main Reports/Processes

My Work

Approvals

Pending Payable Time (2)

Exceptions

Reported Time Payable Time

Approve Payable Time Payable Time Summary Payable Time Detail

Employee Selection

Change Time in View

Start Date 03/29/2018 End Date 04/15/2018

Employees For Vipul Kalani Personalize Find View All First 1-2 of 2 Last

Select	Last Name	First Name	Employee ID	Empl Rcd Nbr	Job Title	Total Payable Hours
<input type="checkbox"/>	Altuve	Jose	1279135	0		5.23
<input type="checkbox"/>	Verlander	Justin	0156779	0		17.05

Select All Deselect All

Approve

Links

Delegation

Manage Delegation

Schedules

Assign Work Schedule